

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF NORTH CAROLINA**

**NOTICE TO MEMBERS OF THE BAR**

**10/27/2004**

Effective November 1, 2004, in compliance with the E-Government Act of 2002, and the policy of the Judicial Conference of the United States, in addition to those filed in civil cases, all documents filed in **criminal cases** in the Eastern District of North Carolina must have personal data identifiers redacted by the filer of the document, whether the document is filed electronically or in paper as follows:

If sensitive information must be included, the following personal data identifiers must be partially redacted from the pleading:

1. **Social Security Numbers.** If an individual's social security number must be included in a pleading, only the last four digits of that number should be used.
2. **Names of Minor Children.** If the involvement of a minor child must be mentioned, only the initials of that child should be used.
3. **Dates of Birth.** If an individual's date of birth must be included in a pleading, only the year should be used.
4. **Financial Account Numbers.** If financial account numbers are relevant, only the last four digits of these numbers should be used.
5. **Home Addresses.** If a home address must be included, only the city and state should be listed. (This redaction is applicable only in criminal cases.)

In addition, exercise caution when filing documents that contain the following:

- 1) Personal identifying number, such as driver's license number;
- 2) medical records, treatment and diagnosis;
- 3) employment history;
- 4) individual financial information; and
- 5) proprietary or trade secret information.
- 6) information regarding an individual's cooperation with the government;**
- 7) information regarding the victim of any criminal activity;**
- 8) national security information; and**
- 9) sensitive security information as described in 49 U.S.C. § 114 (s)**

Counsel is strongly urged to share this notice with all clients so that an informed decision about the inclusion of certain materials may be made. If a redacted document is filed, it is the sole responsibility of counsel and the parties to be sure that all pleadings comply with the rules requiring redaction of personal data identifiers. *The clerk will not review each pleading for redaction.*